



2022 TOWN/SCHOOL MEETING

2022 TOWN/SCHOOL MEETING VOTERS GUIDE

TOWN OF ALLENSTOWN/ALLENSTOWN SCHOOL DISTRICT- DELIBERATIVE SESSIONS

2022 TOWN/SCHOOL MEETING

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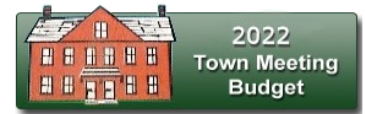
The annual town and school district meeting involves two sessions. The Deliberative Session which will be held on **Saturday, February 5th at 9 AM** at the St. John the Baptist Parish Hall, 10 School St. in Allenstown, and the Voting Session which will be held on **Tuesday, March 8th from 8 AM to 7 PM** at the St. John the Baptist Parish Hall located at 10 School St. in Allenstown. All registered voters are eligible to participate in the process.

Voters will be deciding on the annual budgets of the Town, School District, and Sewer Dept.

The annual Town and School District warrants are posted on the website along with detailed budget documents to assist voters in their decision making process, and also packets of this information will be available at the Deliberative Session.

Details for each Article in the Town and School Warrants can be found in this guide.

This guide is intended to provide information to voters in regards to the process and matters under consideration before the Town/School District Meetings. The Town website is the primary source



2022 PROPOSED TOWN BUDGET

The proposed Town Operating Budget for 2022 represents an increase in spending of 3.66%. This increase is wholly offset with Non-Property Tax Revenue. While the Article 5 states that proposed impact of the budget if approved, will be \$9.87, that is not the plan. The plan is that the current Town portion of the tax rate will not increase from what it was supposed to be set at in October of 2021 which was \$9.58. The eventual tax rate was set to \$8.55 though by utilizing \$309,000 of Un-assigned Fund Balance to provide some additional tax relief and offsite a bit of the school portion of the tax rate which increased. The School portion increased mostly due to a loss of State Funding for Education and part of the costs of the bond for the new school. The plan for the tax rate is to do something similar in 2022 when the tax rate is set. Of course, the exact rate and how much unassigned fund balance will be used for 2022 won't be known until the final financial audit is done

(Continued on Page 2)

Town of Allenstown

**PUBLIC HEARING ON
THE BUDGETS WAS
JANUARY 15TH**

**DELIBERATIVE SES-
SION OF TOWN
MEETING
FEBRUARY 5TH**

**VOTING DAY OF
TOWN MEETING
MARCH 8TH**

**WHERE?
ALL MEETINGS AND
ELECTION AT THE
PARISH HALL**

2022 PROPOSED TOWN BUDGET (CONTINUED FROM PAGE 1)

for the 2021 Town Expense Budget and Revenue Budget. There is also a mandated Revaluation this year. Thus to say what the municipal portion or even the overall tax rate will be for 2022 is difficult to know or to explain here. If you estimate it by the utilizing the State Equalized Assessed Valuation (Full Value Estimate), then the tax rate could easily drop as much as 25% or more. Even if the Selectboard utilizes another \$309,000 for 2022, the impact on individual tax bills is impossible to explain because it will depend on your property type and recent sales of similar properties in town, and what your valuation ends up being. This in addition to any increases in the School and County portions of the tax rate. Some individual tax bills may go down, some will go up and some will stay the same. In summary, the tax impact listed on the warrant is based on what is known at this time and without attempting to estimate what the new valuation will be.

One of the most important things that one can know about utilizing unassigned fund balance to lower the tax rate is that you can't do it forever. Eventually the amount gets to a point where there isn't anymore to utilize for tax reduction purposes. Already built into the Non-Property Tax Revenue Budget is the utilization of \$195,000 for the purpose of offsetting any increases in the Town Expense Budget. We also utilize unassigned fund balance to fund our Capital Reserve Accounts. This year the amount being asked of voters to utilize for those purposes is \$400,000. Thus already nearly \$600,000 is being utilized to fund Capital Reserve and Town Budget Expenses instead of asking for property tax dollars for those purposes. The reason that we have and utilize unassigned fund balance is for cash flow to fill in the gaps of any interruption in property tax revenue or non-property tax revenues, thus avoiding having to borrow short term money to pay the towns bills, and also to even out the tax rate and to have funds should some other unforeseen emergency arise. We have a healthy balance, but over the last 3 years including this year, we have tapped it hard, but also continue to try to contain it at the appropriate levels to be used in future years. Over the next few years, we will need to utilize less and less of it to reduce the tax rate, yet replace what we can no longer utilize with new property tax dollars that we expect to start to get in from some major projects in town. Thus it is important to balance the use of these funds against future property tax revenues from the new developments, and land the town softly into the new tax rates of the future without wild swings up and down which messes with your escrows, and no one likes when that happens.

In summary, this year's Town Budget increase of \$158,890 is more than offset by an increase in Non-Property Tax Revenue of \$159,900. The Town Budget increase is 3.66%. The Default Budget is \$63,880 less than the Proposed Town Budget. What the actual final tax rate will be, will depend on what the new valuation ends up being after the revaluation is complete. The town portion of the tax rate history shows a reduction in the tax rate each year since 2018: 2018-\$10.12; 2019-\$9.68; 2020-\$9.62 and 2021-\$8.55. 2022 - ? But we know it will be reduced!

The Board of Selectmen would like to thank all of the department heads, board chairpersons, and members of the Budget Committee in working with them to achieve the goal of delivering a budget that while increased doesn't increase the need for more tax dollars than was originally proposed for 2021 Budget.

HOW DO I PARTICIPATE IN THE PROCESS

First you must be registered to vote. **How Do I Register To Vote?**

- 1) You may apply to your town clerk's office. You will be required to fill out a standard voter registration form.
- 2) You may also register with your community's Supervisors of the Checklist. By law, the supervisors are required to meet on the Saturday 10 days prior to each election. Check the local newspaper(s) or call the clerk's office for the date and time of such meeting.
- 3) Qualified individuals may register to vote at the polling place on Election Day at all elections.

No matter when or where you register to vote, you will be required to fill out a standard voter registration form, and you will be asked to show proof of identity, age, citizenship, and domicile. These qualifications may be established by signing affidavit(s).

Further questions may be answered at SOS.NH.GOV or by contacting your local Town Clerk, Kathleen Pelissier at 485-4276 ext.116 kpelissier@allentownnh.gov

Second, you may attend the Deliberative Session of Town Meeting. All of the warrant articles will be open for discussion (except zoning & building code ordinance changes). The moderator will recognize voters who may speak on the articles. Voters may ask questions, make statements and/or make motions to amend the warrant articles.

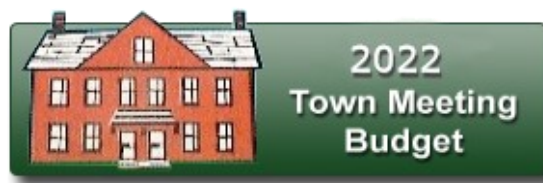
Third, The NH Legislature has placed limitations on amending warrant articles. Voters may amend some warrant articles; however, they cannot change the underlying purpose of the warrant article. For example, voters can change the dollar amount of a warrant article to purchase a building; however, they can't change its purpose to purchase a vehicle. Voters can't change the default budget amounts in operating budgets. Some articles require specific language which can't be modified.

Warrant articles can't be removed from consideration at the Deliberative Session. Warrant articles which are amended will reflect the changes made at the Deliberative Session and will be on the ballot for the Voting Session of Town Meeting in March. Warrant articles can be amended by a simple majority vote at the Deliberative Session.

At the Voting Session of Town Meeting in March, voters can come to the polls anytime between 8 AM and 7 PM to vote on the articles as amended from the Deliberative Session. Voters can't make any changes to the articles at this session. Voters only have the option to vote YES to be in favor of an article or NO to be opposed to an article.

The votes are tallied by computer and reported the same day as the polls are open. Most articles require a simple majority for passage. Some articles have special requirements such as bond articles and changing the purpose of a capital reserve fund. These articles require a supermajority for passage. They require a 2/3 majority or 66.7% to pass.

If the voters fail to pass the operating budget articles (Town, Sewer and School) the respective default budgets become the operating budget for that entity.



On the Allenstownnh.gov homepage, look for the picture above on the right hand side. Clicking on the picture will bring you to a new webpage where you will find all of the 2022 Budget Information! Also if you reading this document online, then clicking the picture above will bring you to the budget information!

WARRANT ARTICLES-ELECTED OFFICES

ARTICLE 1 Election of Town Officials

To choose all necessary Town Officers for the ensuing year as follows:

Town Treasurer - 1 for 1 year

Selectman - 2 for 3 years

Sewer Commissioner - 1 for 3 years

Trustee of Trust Funds - 1 for 3 years

Trustee of Cemeteries - 1 for 3 years

Budget Committee - 4 for 3 years

Budget Committee - 2 for 2 years

Library Trustee - 1 for 3 years

Supervisor of the Checklist - 1 for 4 years

Supervisor of the Checklist - 1 for 6 years

Moderator - 1 for 2 years

Road Agent - 1 for 3 years

(Majority vote required)

Candidates for the various municipal offices must have declared their candidacy with the Town Clerk between January 19th and January 28th, 2022 (Town Hall is always open from 3 PM to 5 PM on the final day of declarations. Interested residents may contact the Town Clerk or the Town Administrator to learn more about the duties and responsibilities of the various positions. These positions will be voted on at the Voting Session of Town Meeting on March 8th, 2022 this year.

This year is the second year of a 5 member Selectboard; thus you will actually see 2 seats open on the ballot, both for 3 year terms. Next year there will be 1 seat open, then 2 seats the following year.

WARRANT ARTICLES-ZONING ORDINANCE CHANGES

ARTICLE 2 Amendment No. 1 - Zoning Ordinance

Are you in favor of the adoption of Amendment No. 1 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To enact certain administrative revisions to the Ordinance including: To amend the zoning ordinance to improve organization, clarity, and consistency. This amendment does not contemplate any change to the Zoning Ordinance in policy or substance.

EXPLANATION– A “YES” Vote allows these changes to be made to the ordinance to make it easier to read, and find information in the ordinance. It does not change the ordinance by policy or in substance. The Proposed Ordinance is available in the lobby of town hall and also available on list of files on Budget 2022 Webpage with the rest of the Town Meeting Information.

ARTICLE 3 Amendment No. 2 - Zoning Ordinance

Are you in favor of the adoption of Amendment No. 2 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To enact certain revisions to the Ordinance including:

Revise Section 202 to add introduction as follows: The following terms are defined for use in this Ordinance. Terms with a preface such as “manufacturing” in the term “manufacturing-food/beverage processing” are done so for grouping purposes and are not intended to create substantive changes to the table of uses.

Revise Section 202.6 to add examples in definition of Accessory Structure.

Revise Section 202.49 to change definition of Condominium Conversion (which appears irrelevant because “Condominium Conversion” is not used elsewhere in the Zoning Ordinance).

Revise Section 202.79 to define “Flea Market, Indoor” as a type of bazaar where inexpensive goods are sold or bartered, and that they may have food vendors.

Revise Section 202.80 to define “Flea Market, Outdoor” as a type of bazaar where inexpensive goods are sold or bartered, when held outside, and that they may have food vendors.

Revise Section 202.52 to define Daycare (Child) as an establishment for the care and supervision of children and which regularly receives for care individuals who are eighteen (18) years or younger and unrelated to the operator of the facility, and which provides that care and supervision for any part of a day but less than twenty-four (24) hours.

Revise Section 604 to add new language in the opening paragraph that provides: No residential structure shall exceed two (2) stories or thirty (30) feet in height from the ground to the highest point on no less than three sides of the structure exclusive of accessory chimneys or accessory antennas.

(Continued on next page (6))

WARRANT ARTICLES-ZONING ORDINANCE CHANGES**ARTICLE 3 Amendment No. 2 - Zoning Ordinance Zoning Ordinance Change 2 (Continued from Page 5)**

Revise Section 605 to add new prohibition against coal, lumber, and noxious uses to open space zone.

Revise Section 701 to add new allowed uses for indoor municipal and indoor private recreation to the Residential Zone.

Revise Section 702 to remove a requirement that municipality obtain special exception for municipal uses in Residential Zone.

Revise Section 704 to add new prohibition against coal, lumber, and noxious uses to Residential Zone.

Revise Section 901.9 to add new restriction prohibiting Guardhouses from being living space.

Revise Section 1105 to add new prohibition against coal, lumber, and noxious uses to businesses conducted at residences.

Revise Section 1202 to revise the definition of “electronic reader board” and added definition of “reader board.”

Revise Section 1207.3 to change requirements regarding size of signs on structures identifying address numbers to only apply to non-residential properties.

Establish a new Section 1321 to indicate that foundations cannot be used as dwellings or businesses.

Revise Section 2201 to amend definitions of Hazardous waste, Other Solid Universal Waste, and Unacceptable Waste in the Solid Waste Management Ordinance.

Revise Section 2207 to make changes to Curbside Collection including collection of recycling, time of collection, weight, types of material, safety issues for disposed materials, the role of the Highway Department, and pick up details.

Revise Section 2403 to change to authorize the Planning Board to adopt regulations allowing waiver of impact fee requirements.

EXPLANATION– A “YES” Vote on this article would make the changes as listed above and on the previous page. You can find the ordinance and the proposed changes on the same webpage as the Budget Information. It is found at the bottom of the list of documents to the left of the webpage and there are also links found in the body of the webpage. There are two documents. One has the proposed amendments and deletions, and the other is a document that removes out the old language and includes the proposed language. The Proposed Ordinance is available in the lobby of town hall and also available on list of files on Budget 2022 Webpage with the rest of the Town Meeting Information.

WARRANT ARTICLES-ZONING ORDINANCE CHANGE AND TOWN BUDGET ARTICLE

ARTICLE 4 Amendment No. 5 - Zoning Ordinance

Are you in favor of the adoption of Amendment No. 5 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows: Revise Appendix A to add a table setting forth dimensional requirements for structure height and setbacks. Add new Appendix B as a table setting forth new suggested space requirements for farm animals.

EXPLANATION- This article is a bit confusing because it says Amendment No. 5, but there are no Amendments 3 and 4. The reason is that amendments 3 and 4 were combined into Amendment 2, and the numerical issue was not caught until after the Warrant was posted. Anyway, this article puts the two tables in the appendix for ease of use by users of the document. We are unable to edit the wording; however the wording doesn't affect the ordinance in anyway. The Planning Board worked for over a year updating this ordinance to make it easier to use by the public. The Proposed Ordinance is available in the lobby of town hall and also available on list of files on Budget 2022 Webpage with the rest of the Town Meeting Information.

ARTICLE 5 Town Operating Budget.

Shall the Town of Allenstown raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,501,630. Should this article be defeated, the default budget shall be \$4,437,750 which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

TAX IMPACT OF PROPOSED BUDGET = \$9.87

TAX IMPACT OF DEFAULT BUDGET = \$9.66

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION- This article represents the proposed 2022 Town Operating Budget minus the Sewer Dept. The amount proposed for 2022 represents a 3.66% increase in spending from the 2021 approved budget. The whole increase is offset by additional Non-Property Tax Revenue. While this budget is higher than the 2021 approved town budget, and the tax impact statement shows an increase from the current \$8.55 tax rate. The Town used \$309,000 out of the unassigned fund balance last year to lower the tax rate to \$8.55. It would have been \$9.58 otherwise. It is expected that additional unassigned fund balance will be used when setting the 2022 tax rate also; however the actual tax rate won't be known until the mandated Revaluation is completed, and those figures are added to the tax rate formula, then the rate will be considerably lower than \$8.55 when the rate is set in October. The Default Budget is 1.42% (\$63,530) lower than the proposed budget. A more detailed view and explanation of the budget can be found on the [Town Website Budget Pages](#). In the Budget overview and in this document. Furthermore, this warrant article (operating budget) does not include appropriations in ANY other warrant article.

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 6 Sewer Operating Budget**

Shall the Town of Allenstown raise and appropriate as an operating budget for the Allenstown Sewer Commission, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,438,000. Should this article be defeated, the default budget shall be \$2,442,943, which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 06 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION- A “yes” vote would accept the Sewer Commission’s proposed budget of \$2,438,000 for the 2022 calendar year. The sewer budget is funded through sewer rents and does not affect the tax rate. Should this vote fail the Sewer Department’s default operating budget would be \$2,442,943 for the 2022 calendar year.

ARTICLE 7 Library Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$3,000 to be added to the Library Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority Vote Required)

TAX IMPACT OF WARRANT ARTICLE 07 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– The purposes of this fund is for construction and maintenance issues at the Library. This article proposes to transfer the sum of \$3,000 from the unassigned fund balance to this capital reserve fund. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate. The capital reserve fund has a balance of \$10,116 in it as of 11/30/2021.

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 8 Public Safety Facilities Capital Reserve Fund**

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$30,000 to be added to the Public Safety Facilities Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 08 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Public Safety Facilities Capital Reserve Fund is used for the purpose of repairs and renovations to the police and fire department facilities. The Fire Station upstairs area is one of the projects that still needs to be finished and insulated in order for it to be usable space. This past year the Police Station renovated its entrance and lobby and intake area. The capital reserve fund has a balance of \$44,969 in it as of 11/30/2021. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 9 Highway Equipment Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$15,000 to be added to the Highway Equipment Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 09 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Highway Equipment Capital Reserve Fund is used for the purpose of purchasing vehicles and equipment for the Highway Department. \$40,100 was used as a down payment for a wheeled loader with bucket/mowing/cutting attachments which is used for roadside and general road maintenance. The capital reserve fund has a balance of \$34,930 as of 11/30/2021. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 10 Economic Development Capital Reserve Fund**

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$15,000 to be added to the Economic Development Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 10 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund which was established in 2019. This fund is used to fund community development projects that boost the image of Allenstown, and enhance the quality of life and quality of place in Allenstown. These types of projects are implemented to encourage economic development related efforts in Allenstown. The Allenstown Economic Development Committee will continue to meet and develop plans and ideas, and bring them to the Selectboard for funding. A project that the EDC just finished and has proven popular is the new ice skating rink. The initial cost of the rink kit was \$6,460 and was taken from this fund. The capital reserve fund has a balance of \$26,324 as of 11/30/2021. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 11 Assessing Valuation Update Capital

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$17,000 to be added to the Assessing Valuation Update Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 11 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds the unassigned fund balance to this capital reserve fund. The Assessing Valuation Update Capital Reserve Fund is used to save up a total of \$67,200 to meet our constitutional and statutory requirement that assessments are at full and true value at least as often as every fifth year. The Valuation Update is being done this year. The capital reserve fund has a balance of \$51,502 as of 11/30/2021. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 12 Parks and Recreation Projects Capital Reserve Fund**

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$50,000 to be added to the Parks and Recreation Projects Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required.)

TAX IMPACT OF WARRANT ARTICLE 12 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund which was repurposed and renamed in 2019. This fund is used to pay for the costs of parks and recreation facilities and infrastructure and purchase property for those needs. The Town purchased three parcels of old rail road land which is across from the Canal Street and Ferry Street Intersection and a piece of land that connects to land behind the Allenstown Elementary School Property and extends to the Hooksett Town Line in 2021 for \$17,959. The Town will build trails on these properties in 2021 with funds from this account also and possibly with some grant funds. There was also a movable outfield fence for Volunteer Park spent out of the fund at a cost of \$3,948. This capital reserve fund has a balance of \$39,836 as of 11/30/2021. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 13 Road Repair and Paving Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$50,000 to be added to the Road Repair & Paving Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 13 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund which was created in 2020. This CRF is be used to supplement road construction costs in the Highway Budget to help flatten out any bubbles in project costs during the road repair/paving timelines, so that these project costs won't create bumps to the tax rate. This capital reserve fund has a balance of \$101,490 as of 11/30/2021. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 14 Highway Garage Capital Reserve Fund**

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$75,000 to be added to the Highway Garage Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 14 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Highway Dept. facility consists of garage and office space. The facility must adhere to environmental and other regulations which apply to highway operations. The current garage is inadequate for the operations of the Highway Department. The existing garage building needs to be insulated and reskinned. An additional garage is also needed. The road agent is looking at renovations and an additional structure that will adequately meet the future needs of the Highway Department. This appropriation should get us to an amount to actually renovate the current garage and build an additional garage for the Highway Department's use. This CRF has a balance of \$367,684 as of 11/30/2021. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.

ARTICLE 15 Fire Department Equipment Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$35,000 to be added to the Fire Department Equipment Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 15 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Fire Department Equipment Fund is used to purchase equipment used in fire fighting. This CRF has a balance of \$617 as of 11/30/2021. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 16 Town Building Maintenance Fund**

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$10,000 to be added to the Town Building Maintenance Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 16 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. This fund is used for maintenance and renovations to the building and grounds of the town hall on School Street. This CRF has a balance of \$51,597 as of 11/30/2021. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.

ARTICLE 17 Purchase of Allenstown Elementary School

To see if the Town of Allenstown will vote to raise and appropriate the sum of \$1.00, to come from Permit Revenue, for the option to purchase Allenstown Elementary School at 30 Main Street, Allenstown, NH, to be renovated for use as the Town Hall and/or community center & recreation and/or business space for lease. This special warrant is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 V. The Board of Selectmen and the Budget Committee recommend this appropriation. (Majority vote required).

TAX IMPACT OF WARRANT ARTICLE 17 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to give the option to purchase Allenstown Elementary School for \$1.00 once the costs of renovations are investigated during 2022, as a multi-use building. In 2023, and an article will be proposed to approve the money to do the renovations (from unassigned fund balance and/or grant funds). The building won't be vacant until the fall of 2023 or winter of 2024, and the kids move to the new school. The building is proposed to become a new Town Hall and Community Center for community and recreation use, general community use of the gym and classrooms for free and /or rental fees for meetings and birthday parties etc, as well as renting out space to the SAU for multiple communities' Pre-K Programs in part of the building that will pay rent. Also, it is thought that we can rent office space for various possible businesses. Another use of the building would be for a Business Co-op type of space where businesses share things like conference rooms

(Continued on Next Page)

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...

and equipment, printers, copiers, and internet costs among a few things. Such businesses can operate out of cubicles or rent entire classrooms for their use. Hopefully, one day expanding into larger and larger businesses and employ more and more people. Also professional office space would be available for businesses like lawyers or accountants to name a few. With the building comes the playground for community use and ultimately the other school grounds which can be used for a community garden and other recreation and public use.

Some people have asked or stated that the reason the school is being vacated is because it needed high repair costs to continue to operate. This is not true! The school hired the Harriman firm who are engineers and architects to investigate the Elementary School and ARD Middle School. For use of a school, the Elementary school had a few issues cited as needs if it was to continue to operate as a school, but most of the things mentioned in the report were related to adding additional space on top of and around AES for the 5th through 8th grade which currently go to ARD. The plan to add this additional space was around \$17 Million Dollars. Ultimately, the town voted to go with a brand new school rather than renovate a building that was originally built in 1962 and additional space added to the building in 1972 and 1998.

With that said, while AES may not be a great option for the school system, its reuse as a multi-use Municipal Building and Grounds for public use and business space seems really feasible and renovations costs much cheaper than what is required of a school. The Town of Deerfield turned their old school into a town hall and it is also utilized for rented business space. The Town of Hooksett Town Hall on Main Street in Hooksett operates out of its old school building. Anyone who has waited outside during COVID 19, or even attended busy board meetings can see that Allenstown current town hall is inadequate, too small, and outdated. The population in Allenstown will grow by over 10% over the next two years from 4,770 to at least 5,200 people once the China Mill apartments are complete and the Hillsbrook Senior Living Complex is completed. This will add to the busyness of the Town Hall. The price of land is at a premium in Allenstown, and there really isn't any other land in the Suncook Village area that is vacant. Thus if the Town wishes to keep its town hall in the neighborhood where it is now; it would mean purchasing land that already has structures on it; meaning some serious money just to acquire the land. The costs of acquiring land and building a new town hall would be in the millions of dollars. How much would it be to acquire the old school? One dollar! How much will it costs to renovate the Elementary school into a town hall and a multi use structure? Those are the unknowns at the moment, but it would certainly only be in the hundred of thousands of dollars range, and not millions. There is only one way to find out, and that is to authorize the Selectboard to buy the school, and then to investigate these costs, and make a decision whether or not to actually buy the school for a multi-use building and town hall or pass on it and look for other solutions in the future. Authorizing the Board to purchase the school would mean that the Selectboard could investigate the costs to renovate the elementary school, and then come back to next year's town meeting with an article to raise the balance of funds needed to renovate the school, most likely from Unassigned Fund Balance.

One other thing must be mentioned about the school which some people have inquired about. When the campaign was going on to approve the bond warrant article to build a new school, the question was asked what would happen to the old schools. It was stated that they would be sold and then that money would go towards paying down the debt on the new school bond. At the time, there was no truer statement made. That was the plan. After the new school bond question was approved by the voters, some members of the Selectboard and

(Continued on Next Page)

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...

the Town Adminstartor and the Building Inspector started looking at the current town hall and its space issues and thought: why not look at the Elementary School ? It could be the solution to the space crunch at town hall, and its gym, some classroom space and the grounds could be used by the community, and we could help with a deficiency of space available for new businesses in town at the same time. Eventually, they would bring this idea to the whole Selectboard and the Budget Committee and now the voters for consideration. But wait, it was stated that the School Board would sell the schools and use the proceeds to make payments on the school bond for the new school. As stated previously, no truer statement was made. That was their intent, but then the Selectboard asked to buy it for \$1.00 and bring a warrant article to the voters! Also, recently discovered was that if the school sells the buildings, they don't get to keep the proceeds of the sale. They have to return them to the State Department of Education or the state just reduces the amount of the 60% grant they are giving for the new school. So it is only logical that the Town look at using the elementary school for community and business use.

The Selectmen originally voted 4 to 1 to recommend this article be approved by the voters; however after the amendment was made to the article at Deliberartive Session to better explain the building wouldn't be purchased until after the costs were investigated, Selectwoman McKenney now also recommends this amended article to be approved.

This article simply approves the Board having the option to offer \$1 to purchase the old school. In fact, the rest of the Board always intended to investigate the costs of renovating the school before they actually purchased the building, but in order to do so, they also need to know that the voters support the idea of buying the building and spending some money on investigating the costs of renovation to the building. This article does not tie the hands of the Selectmen to purchase the building, but rather allows the Board of Selectmen to purchase the building after the costs of renovating the building is investigated. Even with that said, the Selectmen will need to come back to the voters for money to renovate even if those funds won't impact the tax rate. The Selectmen already have the power to purchase the building if they wanted to after following the procedures set out in law, but they want to get the opinion of the voters before taking such an action.

That being said, the next article asks the voters to raise funds to investigate the costs associated with renovating the building. That article was originally intended to be for investigation and actual renovations, but it was amended to only allow investigation of the costs of renovations, then the Selectmen can come back to town meeting for any additional funds to actually do the renovations. Also, they will ask the voters to repurpose that Reserve Fund to allow for actual renovation costs as well as add to any balance left in the fund to do the renovations.

As this article proposes to take \$1.00 from Permit Revenue (Non-Property Tax Revenue), there will be no impact on the tax rate.

(Warrant Article 18 is found on the Next Page)

WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**ARTICLE 18 New Town Hall Renovation Fund**

To see if the Town of Allenstown will vote to establish a New Town Hall Capital Reserve Fund under the provisions of RSA 35:1 to evaluate for the possible renovation of Allenstown Elementary School at 30 Main St. for use as the Town Hall and/or community center & recreation and/or business space for lease and to raise and appropriate the sum of \$100,000 from Unassigned Fund Balance to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. This warrant article is contingent on approval of warrant article 17. If warrant article 17 does not pass then warrant article 18 will be null and void. No amount to be raised from taxation. (Majority vote required)

(Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 18 = \$0.00

Recommended by the Board of Selectmen

Recommended by the Budget Committee

EXPLANATION– This article proposes to establish a new Capital Reserve Fund which is to be used to investigate the costs for renovations to the elementary school that would become a new town hall as well as the other uses proposed under Article 17. This article was amended at Deliberative Session. Originally this article was to investigate what any required renovations would costs as well as establishing the reserve to go towards actual renovations. It is expected that the costs of investigating the costs will be \$25,000 or less. If this article is approved by the voters, then next year when the costs of renovations are known, this article fund will be repurposed to include renovations to the building. The funds would come from Unassigned Fund Balance. If Article 17 fails to be approved by the voters, then this article would not be needed. As this is a transfer from one account to another , no funds will be raised resulting in no impact on the tax rate.

NOTES

BUDGET PROCESS

The budget process is less of a beginning and ending process, as it is a cycle. In late Summer, the Board of Selectmen (Selectboard) issue guidance to department heads and the various boards. The guidance has varied from year to year but usually sets the amount of annual salary increases and other criteria.

Budgets are usually required to be submitted to the Selectboard no later than late August to mid-September. The submitted budgets are generally in two forms, an excel spreadsheet and a narrative explanation. The excel spreadsheets are integrated into one master budget spreadsheet. The Selectboard discusses the budget proposals with the Town Administrator and the Finance Director and directs any changes to be made before sending off the information to the Budget Committee. This year the Selectboard changed up the reviewing of the budgets with the Department Heads and instead streamlined the process by jointly meeting with the Budget Committee to accomplish this task. It worked well. During the Budget process any changes at the Budget Committee Meetings were discussed at the Selectboard Meetings by the Selectboard. The Selectboard also reviews proposed warrant articles. The Board determines which articles it will place on the warrant and submits those warrant articles which propose appropriations to the Budget Committee.

The Budget Committee reviews the proposed budgets submitted by the Town, the Sewer Commission, and the School District. As stated, this year this was done in conjunction with the Selectboard. This process usually occurs in late October thru December, sometimes even into early January. The Budget Committee votes to recommend a budget to the voters for the Town, Sewer Dept., and the School District. The budget which appears on the warrant articles for the Town, Sewer Dept., and the School District are the recommended budgets of the Budget Committee. This can be different than that which was proposed by the Board of Selectmen, Sewer Commission, and School Board. The Budget Committee will also make recommendations on the proposed warrant articles which contain appropriations. The Selectboard also make recommendations on these articles.

The Budget Committee holds a public hearing prior to the Deliberative Session. The hearing was on **January 15th, 2022, at 9 AM at the St. John the Baptist Parish Hall, 10 School St.** for this year. The Budget Committee presented its proposed budgets for the Town, Sewer Dept., and School District to the voters by reading the articles. Brief presentations were also made by the Town and the School. This is an informational session for voters to learn more about the budget and ask questions. No changes can be made by the voters at this hearing. The Budget Committee votes on the final budget numbers (MS-737) following this public hearing, and then the Selectboard meets and reviews the Budgets and Warrant Articles, and signs a prepared Town Meeting Warrant, MS-DTB (Default Budget Form, and these are packaged and posted on the Town Website, and in at least two locations in the town for Deliberative Session.

The Deliberative Session of Town Meeting is the next step in the process which will be held on **February 5th, 2022, at 9 AM at the St. John the Baptist Parish Hall.** At this meeting, voters in attendance have the power to amend some warrant articles including the amounts of the proposed appropriations. The changes made at this session will be included in the warrant to be voted on at the Voting Session of Town Meeting on **March 8th, 2022, from 8 AM to 7 PM at the Parish Hall.** Voters cannot amend the articles at this session; they can only vote yes or no on each warrant article.

The Town has a calendar year budget which begins each year on January 1st, and ends on December 31st. Voters in March are voting on a budget which actually began in January. The School District budget begins on July 1st, and ends on June 30th of each year. In this case, the voters are deciding on a budget in March which begins several months later in July. The respective warrant articles for the Town and the School District follow their budget years unless otherwise indicated.

Although rare, additional town meetings can be held to address budget issues. The Selectmen or School Board may call one additional town/school meeting if the budget is not approved by the voters. The Selectmen or School Board can also request additional meetings through the Superior Court to address budget crises which occur between town meetings. These rarely occur; however, they are permissible when those circumstances occur.

HOW IS THE PROPERTY TAX RATE SET?

The **property tax rate** is set every year usually in October but sometimes as late as November. The tax rate has four components:

The Town tax rate for 2021	\$ 8.55
The Local School tax rate for 2021	\$18.06
The State School tax rate for 2021	\$ 2.04
The County tax rate for 2021	\$ 2.85
TOTAL PROPERTY TAX RATE	\$31.50

This rate is assessed for every **\$1,000** of property valuation.

In other words if you own property such as a house valued at **\$200,000** the rate is calculated like this:

$$\text{\$200 X \$31.50} = \text{a tax bill for \$6,300.}$$

Furthermore, if you would like to find out how much of your total tax bill goes to Town provided services, then you would calculate it like this: $\text{\$200 X \$8.5} = \text{\$1,710}$; and similarly for the school and county.

Determining the tax levy: When voters approve town and school budgets those appropriations are factored into determining the annual tax levy. In the case of the 2021 budget, the voters approved the following:

Town Appropriations	\$6,888,062
School Appropriations	\$11,159,498
County portion of the Appropriations	\$ 856,503

The Town and School appropriations' are combined with County and State Education appropriations and Overlay and Tax Credits are added into the totals to determine the amount of revenue needed to pay for the anticipated spending for the respective budgets and tax credits. In 2021, that total amount was \$18,939,234 in spending at the local level including the Town's portion of the County appropriation and Tax Credits issued. These appropriations are offset by anticipated revenues from various sources other than property taxes. After these amounts are considered the total tax levy for the Town, School, and County is \$9,341,868 to be raised in property taxes.

CAPITAL RESERVE FUNDS AND UNRESERVED FUND BALANCE

Why are we proposing to place money into capital reserve funds? Capital reserve funds are in essence savings accounts for a particular purpose. Capital reserve funds are generally used for big ticket items. Without capital reserve funds, vehicles, equipment, new facilities or renovation of existing facilities would need to be funded through leases or the sale of municipal bonds. Borrowing money for these purposes adds additional costs in the form of interest payments over the period of the lease or bond until those instruments are paid off.

Both capital reserve funds and borrowing money spread the cost of what is being purchased over multiple years. This minimizes spikes in the tax rate. Capital reserve funds make those payments in advance of the purchase while borrowing spreads out the cost in the future. Appropriations to capital reserve funds are invested and earn interest and in some cases result in capital gains depending upon the investment. The Trustees of the Trust Funds invest and manage these fund.

What is the unassigned fund balance? The unassigned fund balance, also known as the unreserved fund balance, is composed of two sources. The first is funds from the budget that are unexpended at the end of year. The second source is additional revenues above the estimates for any particular year. The NH Dept. of Revenue Administration along with guidance from the Government Finance Officers Association recommends the unassigned fund should be between 5% and 17% of general fund operating revenues. The fund balance for 2021 was 18.33% or \$2,100,230. It was 21.23% in 2020. It is important to note that the current Town Administrator and his Finance team look toward future budget forecasts to limit the effects of future impacts on the tax rate. The unassigned fund balance can be used to ease effects of budget impacts and to avoid large swings in the tax rate. **This 2021 budget year, the town reduced the tax rate, by utilizing part of the 2021 unassigned fund balance. It will also be used to reduce the tax rate in 2022 as previously noted on page 1 and 2 of this guide.**

As is proposed in the capital reserve fund articles in this year's Town Meeting Warrant, funds are drawn from the unassigned fund balance and appropriated to the capital reserve funds. This provides the funding for these purposes without raising additional taxes. This will minimize or avoid tax increases in the future.



MESSAGE FROM THE ALLENSTOWN SCHOOL BOARD CHAIR

We want to extend a most sincere thank you for the support shown at last year's March 9th, 2021 town vote for the passage of the ballot for a new school building. We then got confirmed in July, 2021 to receive the full amount of State Building Aid passed in the bi-ennium state budget. A lot of work then started with the engagement of an Owner's Project Manager hired to oversee all aspects of the build process. We have a section on the school website, <https://asd.sau53.org>, for new school building updates for residents to view the latest happenings on where the project is at. Finally, there is a "Future Home of Allenstown's New K-8 School" on River Road to give you a sense of where the building will be located.

Unfortunately, Allenstown School District is on a third school year of dealing with the COVID pandemic. We have received federal funds from Elementary and Secondary School Emergency Relief Act, known as ESSER funds, that have enabled us to hire support staff for the social and emotional learning, (SEL), impacts on students. ESSER funds have also been used to purchase and upgrade technology so that all students could be connected remotely. ESSER funds do need to be fully utilized by 2024, enabling us to keep the support staff for SEL needs for a couple more years.

Thank you for your continued support of our Allenstown School District and its integral part of our incredible little Allenstown community.

Respectfully submitted,

Kris Raymond

Chair, Allenstown School Board

Information on the Schools: The Allenstown School District budget serves approximately 505 students ranging in ages 3 – 21. Some informational points are as follows:

There are 200 students at Allenstown Elementary; 148 at Armand R. Dupont School; 143 at Pembroke Academy; and 14 in the Alternative Skills program / PACE / and Out of District placements.

Special Education Expenses have increased greatly since FY2016. The SPED portion of our proposed budget is 25% of the total budget ~ \$3,233,911. You cannot cut a SPED budget because services are both Federally and State mandated.

Tuition to Other Districts is going up from prior year by \$57,999. The PA Tuition Rate = \$14,316 (Last year's rate: \$13,984 – an increase of \$332).

SCHOOL DISTRICT WARRANT ARTICLES

2022/2023 PROPOSED SCHOOL ARTICLES

ARTICLE 1 – Operating Budget

Shall the Allenstown School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling (\$12,110,949)? Should this article be defeated, the operating budget shall be (\$12,058,435) which is the same as last year, with certain adjustments required by previous action of the Allenstown School District, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. .

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION - The 2022/2023 proposed school budget is being introduced with an increase of only \$52,514 over the default. The State of New Hampshire Legislature continues to not fix the funding of schools so that the local taxpayer picks up 60% ~ 70% of school costs.

ARTICLE 2 Add a Teacher

Shall the Allenstown School District vote to raise and appropriate the sum of (\$83,000) in addition to the sum appropriated for personnel in the operating budget for the addition of a new teaching position at Allenstown Elementary School?

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION– Our Kindergarten population currently stands at 50 students. Since 2016, we have consistently seen over 40 children in our Kindergarten grades. With the current population of 50 students, there are 20 kids assigned in 2 classes; and then the remaining 10 are in a K/ 1st grade model. It is very difficult to have 20 Kindergartners in one classroom; it's too much. For full transparency, the add of a teacher is being put on the ballot as it's own warrant article.

SCHOOL DISTRICT WARRANT ARTICLES

2022/2023 PROPOSED SCHOOL ARTICLES

ARTICLE 3 Special Education Expandable Trust Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to raise and appropriate the sum of (\$50,000) to be added to the Special Education General Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2022 unassigned fund balance available for transfer on July 1, 2022. (NO AMOUNT WILL BE RAISED FROM FY 2022/23 TAXATION)

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION– This article proposes to fund the Special Education Trust Fund with surplus funds. The Special Education Trust Fund is used for the purpose of paying for out of district education needs for special education students. An out of district placement can see tuition upwards of \$200,000. One student that moves into the district and has out of district special education needs can greatly impact the operating school budget if the student was not projected in the current operating budget. Therefore, this fund will be used to supplement unanticipated out of district education needs. The capital reserve fund has a balance of \$215,478. This will not impact the tax rate.

ARTICLE 4 Retainage

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to authorize, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed, in any fiscal year, 5 percent of the current fiscal year's net assessment, in accordance with RSA 198:4-b, II? Such fund balance retained can only be used to reduce the tax rate or for emergency expenditures and over-expenditures under RSA 32:11 which are approved by the Department of Education.

EXPLANATION– Retainage regulations have changed and this warrant article is to adopt the new regulations. Retainage is for the purpose of having funds on hand to use as a revenue source for emergency expenditures. The school board decides each June how much Retainage to keep on hand for these emergency purposes. We could only retain 2.5% of the Net Local School Assessment; and we could only retain it out of Surplus. The only way that we could use this retained amount for emergency purposes was only if our expenses showed to be in a deficit. As an example: If we had a roof cave in, that is an emergency repair, but if the projected year's expenses showed a surplus, we formerly had to pay for the roof repair out of the current budget amounts. Unused Retainage gets returned back to the Taxpayer in a subsequent year if never used. What this new law says is that we can now retain 5% of the Net Local School Assessment. And, an improvement in this new regulation is that we don't have to be in a deficit situation to use these funds. There are no tax impacts to this warrant article.

NOTES

TOWN MEETING

TOWN OF ALLENSTOWN

Town Hall
16 School St.
Allenstown, NH 03275
Phone: 603-485-4276 x112
Email: dgoodine@allenstownnh.gov



W H E R E N E I G H B O R S A N D R I V E R S M E E T

The Town of Allenstown was incorporated in 1831 as a Town.

- ♦ Population **4,770**
- ♦ Median age of **42.2**
- ♦ Land mass **20.4** sq. miles.
- ♦ **33** miles of roadway.
- ♦ The Town employs **29** FT and **47** PT people.
- ♦ Assessed value
\$300,169,750
- ♦ Tax Rate **\$31.50**
 - Town \$ 8.55
 - School \$20.10
 - County \$2.85

TOWN/SCHOOL REPORTS

Town/School Reports will be available approximately a week before the Voting Session of Town Meeting in March. The Town Report will be placed on the website where it can be viewed and downloaded. Paper copies of the Town/School Report will be available at Town Hall and at the polls in March until they run out. The Town/School reports contain reports from the various departments, boards and officials from the Town and the School District.

HOW DO I VOLUNTEER FOR THE TOWN/SCHOOL

Both the Town and the School District rely upon volunteers to serve on the various boards, committees and commissions. Some of these positions are elected however many are appointed by either the Board of Selectmen or the School Board. The various board positions which are appointed are as follows; Planning Board, Zoning Board of Adjustment, Economic Development Committee, Conservation Commission, Parks & Recreation Commission, Old Allenstown Meeting House Committee and the Public Works Facilities Space Needs Committee.

There are other volunteer opportunities such as the Allenstown PTO which is a parent teacher organization. We need volunteers for special projects, internships and landscape gardening at the Town Hall, Police Station and Community Center. If you have questions about volunteering or wish to volunteer for the Town contact the Town Administrator at Town Hall or for the School you can contact the principals of either of the schools. Volunteers are critical to making the various functions of the Town and Schools operate effectively.